|  |
| --- |
| A close-up of a logo  Description automatically generated  ‘*Transforming Lives Through the Power of Education*  **Job Description** |

|  |  |
| --- | --- |
| **Post Title:** | **Assistant Director i/c Sixth Form**  **Salary : Leadership Pay Spine L8-12** |
| **Responsible to:** | **The Co-Headteachers** |
| **The Core Purpose of the Post:** | To lead on the strategic vision, development, and operational leadership of a high-quality Sixth Form provision that enables all post-16 students to achieve success and secure positive destinations. |
| **1. Key Areas of Responsibility** | * To provide strategic and operational leadership of the Sixth Form, ensuring high standards of teaching, learning, personal development and academic achievement. * To act as the senior leader with oversight of the day-to-day running and future development of the Sixth Form, advising the Co-Headteachers and CEO/Trust Board with a clear evidence base. * To develop and sustain a Sixth Form culture that promotes aspiration, independence, and academic excellence. * To collaborate with subject leaders to ensure the post-16 curriculum offer is broad, ambitious, and fit for purpose. * To lead the planning, delivery and evaluation of Sixth Form improvement strategies in line with whole school priorities, and feedback to the Co-Headteachers and CEO/Trust Board. * To monitor progress, outcomes, and destinations data for Sixth Form students and use this to inform intervention and development. * To support effective transition into Sixth Form and from Sixth Form to higher education, apprenticeships, and employment. * To lead the review and development of effective approaches to independent study, academic mentoring, and pastoral support for post-16 learners. |
| **2. Teaching & Learning** | * To inspire, coach, motivate and influence staff and students within the Sixth Form. * To uphold high standards of behaviour, attendance, and academic progress for all Sixth Form learners. * To undertake a proportionate teaching timetable as required. * To fulfil the professional duties of a teacher as outlined in the current School Teachers’ Pay and Conditions Document. |
| **3 Leading and Managing Staff** | * To lead and manage the Sixth Form tutor team, supporting professional development and effective performance. * To coordinate CPD relevant to Sixth Form leadership and teaching. * To act as an Appraiser for identified Sixth Form staff, conducting appraisal reviews and health checks. * To contribute to the recruitment, induction and retention of Sixth Form staff and support staff. * To ensure high levels of staff collaboration, communication and accountability for Sixth Form outcomes. * To hold Heads of Subject accountable for KS5 outcomes through regular data analysis meetings. |
| **4. Management Information:** | * To maintain up-to-date and accurate records on student progress, attendance and behaviour within the Sixth Form. * To analyse and report on Sixth Form data to inform interventions and strategic decisions. * To work closely with data and pastoral teams to ensure student support is timely and impactful. * To provide reports to Senior Leadership Board, Local Advisory Committee and CEO/Trust Board as required. * To evaluate performance data provided and report information as appropriate. * To identify and take appropriate action on issues arising from data, setting deadlines where necessary and reviewing progress on the action taken. * To provide the Co-Headteachers, Senior Leadership Board, Local Advisory Committee and CEO/Trust Board with relevant information relating to the Sixth Form. |
| **5. Communications:** | * To ensure excellent communication with parents/carers of Sixth Form students, including regular progress updates. * To lead Sixth Form information events including parents’ evenings, open evenings, and induction sessions. * To provide clear and professional documentation and reports as required by internal and external stakeholders. |
| **6. Marketing & Liaison:** | * To lead Sixth Form marketing and recruitment strategies to ensure strong enrolment and retention. * To represent the school at external Sixth Form and careers events. * To forge strong relationships with local employers, apprenticeship providers, and higher education institutions. * To promote the Sixth Form as a centre of excellence for post-16 education. |
| **7. Management of Resources:** | * To manage Sixth Form budgets effectively and ensure efficient deployment of staffing and resources. * To ensure Sixth Form facilities are well maintained, fit for purpose, and conducive to learning. * To manage the resourcing and organisation of study spaces and enrichment opportunities. |
| **8. Quality Assurance:** | * To lead quality assurance processes across the Sixth Form including lesson observation, work scrutiny and student voice. * To use self-evaluation and improvement planning to drive high standards and address areas for development. * To ensure Sixth Form provision aligns with the School Improvement Plan and whole-school Quality Assurance systems. * To support the school procedures for lesson observation/subject reviews. * To monitor and evaluate in line with agreed school procedures, including evaluation against quality standards and performance criteria. |
| **5. Accountability** | * To be visible and proactive in the life of the Sixth Form and wider school community. * To support community links and outreach, relevant to Sixth Form students and pathways. * To build effective partnerships with parents, carers, and the wider community. * To support staff at Open Evening/Parents’ Evenings for all KS5 year groups and other events in partner schools and the community. * To attend meetings of the Local Advisory Committee and Trust Board as required, producing reports as required. * To produce accurate, evidence based reports for the Senior Team. * In relation to the community :  1. developing and maintaining positive relationships with the community. 2. ensuring that the school recognises and meets its responsibilities to the life of the local community. 3. promoting a positive image of the school, including the Sixth Form.  * In relation to parents and those with parental responsibility:   work with the Co-Headteachers in :   1. building an effective partnership between parents and the school, recognising them as the first educators of their children. 2. enhance the provision of information to parents about how the school functions, and the progress of their children.   In relation to External Partners/Support Services :   1. to liaise and work in partnership with external partners/support services to include monitoring and evaluation in the school.  * In relation to the MAT, other schools, colleges and educational bodies :  1. by promoting continuity of learning and progression of achievement and curriculum development. 2. by maintaining effective relationships with other schools, and especially with other schools in matters of common concern. 3. maintain effective relationships with other stakeholders. 4. by promoting and developing where appropriate, Teaching and Learning strategies across the MAT. |

|  |
| --- |
| **OTHER SPECIFIC DUTIES:** |
| 1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the Trust. 2. Take responsibility for own professional development, continually keep updated about new initiatives. 3. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate. 4. To be committed to, and comply with, all school policies. 5. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work. 6. To actively participate in appraisals annually in line with school policy. 7. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively. 8. To develop constructive relations (both internal and external), striving for excellence in stakeholders’ satisfaction 9. To work effectively and successfully in your team within school. |

|  |
| --- |
| **ADDITIONALLY:** |
| * Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. * The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. * This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school’s changing needs.  Other requirements  * To have an up-to date Enhanced DBS Disclosure.  Safeguarding  * Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of ‘Keeping Children Safe in Education’ (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process. * All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of ‘Keeping Children Safe in Education’, (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites. * Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed. * All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of The Oak Trust and their school within the Trust. |

**Signed** ……………………………………..(Assistant Director) **Signed** ……………………............ (Headteacher)

**Dated** ……………………………………….(Assistant Director) **Dated** ……………………............. (Headteacher)

Date: April 2025